

PPM 551

SUPPORTED EMPLOYMENT (SE) SERVICES

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GENERAL REQUIREMENTS

551.01 PURPOSE OF SUPPORTED EMPLOYMENT SERVICES

The purpose of supported employment services is to provide the services and intensive supports required by some individuals with the most significant disabilities to obtain and maintain competitive employment, including competitive employment for individuals with the most significant disabilities due to mental illness.

551.02 QUALIFYING INDIVIDUALS

Supported employment services may be provided only to those individuals for whom there is a documented determination that:

- (1) the individual is eligible for vocational rehabilitation services;
- (2) the individual has been determined to be an individual with a most significant disability; and
- (3) a comprehensive assessment of vocational rehabilitation needs has established that the individual is an individual—

(A) for whom competitive employment has not traditionally occurred, or for whom competitive employment has been interrupted or intermittent, as a result of a significant disability, and

(B) who, because of the nature and severity of his or her disability, requires intensive supported employment services and extended services on an ongoing basis in order to perform competitive work in an integrated setting.

[REQUIRED PRACTICE. By planning and authorizing supported employment services, the Vocational Rehabilitation Counselor is certifying his or her professional judgment that all requirements of this section are met. An individual does not qualify for supported employment services if he or she: (1) is not eligible for VR services; (2) is not an individual with a most significant disability; (3) does not require supported employment services (placement with intensive supports) to achieve job placement and job retention; or (4) is not anticipated to require extended services provided on an ongoing basis by an extended services provider.]

NATURE AND SCOPE OF SUPPORTED EMPLOYMENT SERVICES**551.03 SERVICES PROVIDED FOR SUPPORTED EMPLOYMENT OUTCOMES**

Services available under the Vocational Rehabilitation Program for supported employment include:

- (1) any particular assessment that is needed to supplement the comprehensive assessment for determining vocational rehabilitation needs

described in PPM chapter 440 that is necessary subsequent to the development of the Individualized Plan for Employment (IPE) in order to—

- (A) reassess the appropriateness of any job placement;
 - (B) evaluate a substantial change in the individual's medical condition;
- (2) job development and job placement services in jobs with intensive supports for individuals with the most significant disabilities;
- (3) provision of supported employment services that are needed to support individuals with the most significant disabilities in employment, including—
- (A) intensive on-the-job skills training and other training provided by skilled job trainers (job coaches), co-workers, and other qualified individuals at the job site, and other vocational rehabilitation services required to achieve and maintain job stability;
 - (B) follow-up services, including regular contact with employers, trainees, parents, guardians, other representatives, and other suitable professional and informed advisors in order to reinforce and stabilize the job placement; and
 - (C) limited, specific post-employment services following transition that are unavailable from an extended services provider and that are necessary to maintain the job placement, such as job station redesign, repair and maintenance of assistive technology, and replacement of prosthetic and orthotic devices; and
- (4) transitional employment for individuals with the most significant disabilities due to mental illness.

[REQUIRED PRACTICE. The state Vocational Rehabilitation Program cannot participate in the costs of services provided to place or maintain individuals in DMH Clubhouse transitional employment sites; however, at any time during transitional Clubhouse employment that it is determined that the individual is ready to secure permanent competitive job placement, the individual may be referred to VR and, if found to be eligible will be assessed as to whether or not he/she qualifies for SE services in accordance with the guidelines presented in

this chapter. If the individual is determined to be eligible for VR services and is found to qualify for SE services, Vocational Rehabilitation Program assistance is available and can be authorized to plan, place, and transition the individual into permanent competitive employment, and can be provided for ongoing support services to stabilize the individual in employment until the point of his or her transition into extended services to be provided by an extended services provider. If the individual is determined to be eligible for VR services, but does not qualify for SE in accordance with the guidelines presented in this chapter, the individual must be referred for other placement services.]

CONDITIONS AND LIMITATIONS OF SERVICE PROVISION

551.04 COMPETITIVE EMPLOYMENT REQUIREMENT

Supported employment outcomes are competitive employment outcomes (or other employment in integrated work settings in which individuals are progressing toward competitive employment) with supports.

551.05 DURATION OF SUPPORTED EMPLOYMENT SERVICES PROVISION

Supported employment services can be provided by the Vocational Rehabilitation Program only for a period not to exceed 18 calendar months following the initial job placement, or until job stability has been achieved, whichever is less, unless, under special circumstances and prior to the individual's transition to extended services:

- (1) a longer period of specified duration to achieve job stability has been jointly agreed to by the individual (or the individual's representative, as applicable) and the assigned Vocational Rehabilitation Counselor; and
- (2) the period agreed to has been established in the Individualized Plan for Employment (IPE) of the individual.

[REQUIRED PRACTICE. For purposes of this section, "special circumstances" under which an extension of supported employment services beyond 18 calendar months is permitted are understood to exist only if: (1) the individual, the supported employment services provider, and the Vocational Rehabilitation Counselor jointly agree that the individual has made significant progress toward achieving job stability and transitioning to extended services; (2) the supported employment services provider assures that the individual can reasonably be expected to achieve job stability and make the transition to extended services within a period of not more than 3 additional months (21 months total

from the date of the initial job placement) with additional supported employment services provided by the Vocational Rehabilitation Program; and (3) the decision to extend the period of supported employment services provision is made prior to the end of eighteenth calendar month after the initial job placement. The extension cannot be for a period of time greater than three months, only one extension is permitted, and the total duration of Vocational Rehabilitation Program supported employment services cannot continue more than 21 calendar months following the date of initial job placement.]

OTHER REQUIREMENTS

551.06 ASSESSMENTS FOR DETERMINING VOCATIONAL REHABILITATION NEEDS

Assessments for determining vocational rehabilitation needs of individuals with significant and most significant disabilities described in PPM chapter 440 must include consideration of supported employment as an appropriate employment outcome option.

551.07 INDIVIDUALIZED PLANS FOR EMPLOYMENT

IPEs developed for individuals with the most significant disabilities for supported employment outcomes must be developed, and revised as necessary, and must provide:

(A) a description of the supported employment and other services to be provided to the individual by the Vocational Rehabilitation Program;

(B) a description of the anticipated extended services needed, including natural supports;

(C) an identification of the State, Federal, or private programs or other resources that will provide the extended services needed, including a description of basis for determining that extended services are available (or, if the extended services providers cannot be specified at the time of IPE or IPE amendment development, a statement of the basis for concluding that there is a reasonable expectation that the needed extended services will become available prior to transition);

(D) for periodic monitoring to assure that each individual with significant disabilities is making satisfactory progress toward meeting the

weekly work requirement established in the IPE by the time of transition to extended services;

(E) to the extent that job skills training is provided, that the training will be provided on-site;

(F) that the employment outcome specified in each IPE for supported employment will consist of placement in competitive employment in an integrated setting for the maximum number of hours possible based on the strengths, resources, priorities, concerns, abilities, capabilities, and career interests of the individual.

551.08 CRITERIA FOR DETERMINING SUCCESSFUL REHABILITATION

An individual with a most significant disability who has received supported employment services is considered to have been successfully rehabilitated only if the individual maintains a supported employment placement for at least 60 days after making the transition to extended services.

551.09 POST-EMPLOYMENT SERVICES PROVISION

Post-employment services are permitted following transition to services provided by an extended services provider, only to the extent to which they:

- (1) are unavailable from an extended services provider;
- (2) are required in order to maintain the current job placement; and
- (3) in all other respects, meet and can be provided in accordance with the requirements of PPM chapter 490.

RECORD OF SERVICES DOCUMENTATION REQUIREMENTS

551.10 REQUIRED DOCUMENTATION

If supported employment services have been provided for an individual, the record of services must minimally include:

- (1) a determination, prior to the provision of any supported employment services, that the individual is an individual with a most significant disability meeting all of the criteria described in section **551.02** of this chapter;
- (2) documentation that all supported employment services provided were consistent with the description in section **551.03** of this chapter, and that they contributed substantially to the individual's achievement of job stability and maintenance of the employment outcome secured;
- (3) documentation demonstrating that each supported employment outcome achieved satisfies the requirements of section **551.04** of this chapter;
- (4) that vocational rehabilitation supported employment services and supports are provided only in accordance with the duration of services requirements specified in section **551.05**;
- (5) documentation that, if appropriate, the assessment for determining vocational rehabilitation needs has include consideration of supported employment as an appropriate employment outcome option, consistent with section **551.06** of this chapter;
- (6) the IPE required in accordance with section **551.07** of this chapter and the provisions of PPM chapter 450;
- (7) if the individual is determined to have achieved a supported employment outcome and to have been successfully rehabilitated, documentation sufficient to demonstrate that the requirements of section **551.08** of this chapter and PPM chapter 480 have been fully met; and
- (8) evidence that any post-employment services provided have been provided in accordance with the requirements of section **551.09** of this chapter **and PPM chapter 490**.

551.11 INFORMATION TECHNOLOGY SYSTEM COMPLIANCE

All required information, data, and documents must be incorporated and maintained in the record of services for the individual in a manner consistent with Indiana Rehabilitation Information System (IRIS) requirements.

[AUTHORITY: Federal regulations 34 CFR 361.46(b); 361.48(m); 363.]

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